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ABSTRACT

This manual is designed to assist librarians in programming unique database applications that meet specific library needs. Chapter 1 goes over the basic functions of working with Windows, describes terms such as multitasking, and shows how to use the menu and tool bars. Chapter 2 covers the basics, defines some useful terms, and presents the steps for database objects, database design, and using the database wizard. Chapter 3 discusses designing, saving, modifying, and closing the table. Chapter 4 discusses entering, finding, and deleting records. Chapter 5 teaches how to sort and index data fields within the database and presents some of the advantages and disadvantages of each method. Chapter 6 explains how to create and modify queries. Chapter 7 shows how to create forms, modify forms, modify table records using forms, and use sub-forms. Chapter 8 discusses database structure with relationships, tables, and queries. Chapter 9 explains advanced queries, and Chapter 10 follows that with reports. Chapter 11 shows how to create and use macros. Chapters 12 and 13 discuss creating and modifying using the switchboard, a tool that allows the using to do some interesting things with the database. Chapter 14 deals with some of the security aspects of Access, and Chapter 15 provides information for working with Access on the World Wide Web. (Contains a glossary and an index.) (MES)

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